

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
September 8, 2008**

I. Call to Order & Roll Call

The meeting of the board of Trustees, Melrose Park Public Library was called to order by President Gustello at 7:00 p.m.

MEMBERS PRESENT: Trustees Alaimo, Bonilla-Lopez, Culotta, Gustello, Lutzke and Misasi

MEMBERS EXCUSED: Trustee Cervone, Trustee Misasi

ALSO PRESENT: Library Director, Barbara Giordano; Library Attorney, Russell Syracuse; and Administrative Assistant, Lianne O'Brien.

II. The Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

III. Secretary's Report

A. Minutes and Communications

On a motion by Trustee Alaimo seconded by Trustee Lutzke, it was resolved that the Minutes from June 9, 2008 were approved.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Yea Cervone Excused Culotta Yea Gustello Yea Lutzke Yea
Misasi Excused

The motion was declared passed.

B. Correspondence and Public Comment

There was no correspondence nor were there any public comments to discuss.

IV. Treasurers Report

A. Approval of Accounts Payable

On a motion by Trustee Alaimo and seconded by Trustee Latzke it was resolved that vouchers for June, 2008 numbered **20345** through **20377** in the amount of **\$16,590.37**; for July, 2008 numbered **20378** through **20404** in the amount of **\$26,850.34**; and for August, 2008 numbered **20405** through **20431** in the amount of **\$15,881.44** were approved.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Yea Cervone Excused Culotta Yea Gustello Yea Latzke Yea
Misasi Excused

The resolution was declared passed.

B. Income & Expenditures to Date

Included in the packet are the numbers for the second quarter, and also for July.

II. Director's Report

- The roof is essentially complete. Unfortunately, we do have some leaks. Trustee Alaimo notes that the board members actually viewed the tiles where the leaks occurred. This is the SECOND time they have been called to the attention of the project coordinator and the company.
- The bathrooms are complete. We did discover that the exhaust fans do not work, this will be brought to the attention of the project coordinator.
- The Rock has been moved from Lake Street, and is installed on our property.
- Joe painted up and downstairs in The Historical Center
- The front of the Library is half done. It looks terrible. Barb has been fighting with them to get the existing stairs removed.
- We had some of the woodwork and lighting fixtures removed from the house next-door, and will use any proceeds toward the Fresco.
- At the moment, we are adhering to a self imposed hiring freeze.

On a motion by Trustee Alaimo seconded by Trustee Latzke, it was resolved that the freeze will remain in effect until further consultation with the board.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Yea Cervone Excused Culotta Yea Gustello Yea Latzke Yea
Misasi Excused

- Our request for another policeman was denied.
- John Gregor is retiring in 3 months. Mr. Louis Panico will act as interim comptroller.
- We have resumed Saturday Hours and are open from 10:00 until 2:00.
- We are going to be closed on September 25th for a staff In-Service.
- The Reference Department is writing a book. It is one in a series about the towns surrounding Chicago,

Circulation/Technical Services

We will be working to change the DVD cases to one of a more of a streamlined case. The new cases are about half the size of the old ones, and will enable us to shelve twice the number of DVDs in the same space!

The Circulation /Technical Service Department participated in a Team Building Exercise which provided a wonderful time and an opportunity to strengthen communication and build teamwork skills to better the work environment

Cindy is pleased to announce that Carla Modugno is now a full time teacher with district 89. Although she will not be here during the school year, she has decided to continue to work at the library during the summer.

Adult Services

It's been a very busy and productive summer for the Adult Services Dept. The big news is that we finally won an LSTA Digital Imaging Grant for \$20,300. Out of twenty-one digital imaging grants awarded, only five went to public libraries, so we were pretty pleased with the outcome. This project will digitize our copies of the Herald from October, 1941 through December, 1945, the WWII years. Our digitization vendor will be OCLC and we'll be working very closely over the next several months with them and with the Illinois Digital Archives, the state agency that will ultimately host the 9,000 images. Margaret and Fidencio will be attending the special check presentation ceremony at ILA on September 24, 2008. Also, there will be a mandatory LSTA workshop in Springfield on October 2 that Fidencio will be attending.

In other grant news, Margaret Flanagan fro Adult Services and Susie Gutenberger from Youth Services were awarded a \$1,500 grant from the Westlake Foundation. This grant will fund a series of bi-lingual health programs and provide for the purchase of health-related books and materials in both English and Spanish, for both the Adult and Youth Services Departments.

In other news, the Rosetta Stone language database (funded by a grant from Dollar General implemented through ALA) is currently up and running on the MPPL website. Julia and Heidi created a "Death Index" on our Historic Melrose Park website. Genealogists are constantly looking for tools to help them in their research. Our Death Index database will ultimately include all of the obituary information gleaned from our copies of the Herald, which runs from 1933 through today. Data entry

for this will obviously be a long-term project and so far we've entered four years of data, or approximately 1,500 obituaries. These obituaries come from not only Melrose Park, but Maywood, Bellwood, River Forest and many surrounding towns, so researchers from across Chicagoland would benefit from this resource. In addition, we have subscribed to two very popular genealogical databases: ancestry.com and Heritage Quest, which complement our own death index.

A third major project we've initiated is the authorship of a pictorial book on the history of Melrose Park. Arcadia Press, a publisher specializing in local history books, has agreed to publish a photographic history of our town. Arcadia has published similar books on Maywood, Franklin Park, Oak Park and Berwyn. We'll be using the extensive photographic collection from the Historical Society to illustrate the book. Our due date for completion is January, '09 and the publication date is tentatively scheduled for July, '09. We'd like to have the book ready in time to promote it at next year's Taste of Melrose Park.

Youth Services

The Youth Services department has had a very busy summer! We were on a waiting list for all programs, for the first time ever. The staff handled the crowds very well and the children had a fun and educational experience.

We kicked off of the Catch the Reading Bug Summer Reading Program with the Dirt Mobile from the Field Museum. The museum was a perfect opener with live bugs, dirt, activities, and books. Our second most successful program was a pro BMX bike rider, who performed bike tricks while promoting an anti-gang/anti-violence message and also speaking about the importance of school and self confidence. The boys came out in droves for both programs. The end of Summer Reading party was larger than ever. Due to the increased numbers of participants in Summer Reading we had almost 300 children attend the barbecue. We played games, gave out prizes, and eat hotdogs. If the numbers keep increasing the way they have these last two years, we may have to rethink the way we handle the party next year.

We doubled Summer Reading numbers this year with 100 teens and 220 Children participating. We beat out all other area libraries with the highest completion rate in teens and children. Children were challenged to read for 70 minutes to complete a level and the teens for 120 minutes. Children read for a combined 729.4 hours and teens read for a combined 664 hours. Katie did an amazing job with the teens this year. We doubled our volunteer numbers and all but 3 stuck with us the whole summer. The teen volunteers have become mentors to the younger children and a taking that responsibility very seriously. We hope to build on this relationship and keep in growing throughout the year. We will begin a Book Buddies program this fall, where teen volunteers will mentor a younger child, through supervised play, book sharing, and activities. Sara Holtkamp has done a stellar job with the birth through 5 years age group. She has consistently had 20 children to her story hour and pajama storytime is just starting back up. She also has created a Melrose Park Storytime blog which has had comments from authors and librarians from all over the country.

Margret and I are very excited to have received a joint grant from the Westlake foundation. We will begin a series of family health, nutrition, and prenatal wellness programs in October, which will continue throughout the fall. In addition to the programs, we have ordered health materials, for both

the adult and juvenile collections, to supplement the curriculum. In other fundraising news, area businesses were most generous to us this year, with Anthony B's donating pizzas for our teen volunteer party and Best Buy and Target donating gift cards for the End of Summer Reading Party. Thank you letters have been sent out and we hope to add to these donations next year.

Victoria Vanlandingham left our department for a position in Los Angeles County, as a full time teen librarian. Jennifer Linder also left at the end of the summer for a full time position. We wish them all the best. We have replaced Victoria with Donna Powers. She comes to us with some school library experience and a BA in art. Donna has taken over the crafts and the Magic Tree House program, the children adore her. We hope to replace Jennifer soon, as school visits and projects are gearing up.

We are gearing up for fall with many exciting and educational programs. We have identified a need for computer classes serving children 1st-8th grade. These classes will be one-on-one, be half hour in length, and held right after school. We have three sessions planned on the topic of: how to use Microsoft word, how to save to a disk, and how to perform basic searches. Participants will receive a handout for all three sessions. So far, these classes have been very popular and are not overwhelming for my staff. We hope this will cut down on some of the computer questions we get throughout the year. We have brought back the popular Magic Tree House program for 1st-5th graders, are continuing with Tween Book Club, Crafts, and all popular teen programs. We have a very full fall planned and are looking forward to working with schools and teachers again.

VI. Report of Officers and Committees

A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez
Alaimo

B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo

- Trustee Alaimo asked if we could at least begin preliminary planning for the new building when they tear down the house next door. It was determined that because we would need an architect experienced in library planning, approval would have to come from Mayor Serpico. Barb and Dr. Alaimo will attempt to get a meeting.
- There was a discussion about the front entrance and our dissatisfaction with the stairs, and the entire execution of the project

C. Attorney - Russell Syracuse

Russ has had correspondence with Nancy Wood, who was behind in her payments. They have clarified the correct amount still owed.

III. New Business

A. Document Review – Model Ethics Statement Was reviewed and discussed. As a part of the VILLAGE OF Melrose Park, we are included in their Ethics Statement and the Village Ethics Committee. We did , however

C. Criminal background checks for new employees – There was a discussion on the issue of criminal background checks for all new employees

C. Proposed 2009 Budget Submitted – August 22, 2008

On a motion by Trustee Bonilla-Lopez and seconded by Trustee Alaimo it was resolved that the Library Board accept the proposed 2009 Operating Budget as submitted.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Yea Cervone Excused Culotta Yea Gustello Yea Latzke Yea
Misasi Yea

D. Employee Policy Manual and Procedure Manual – Draft

Having been accepted as a Draft at the last meeting of the Board, there was a discussion concerning the contents of the document as a whole. Mr. Syracuse noted several areas which needed revision. Rather than go through the entire list in the meeting, Mr Syracuse will correspond directly with Cindy who will make the corrections

VII. Unfinished Business

A. There was a brief discussion about the Christmas Party. President Gustello proposed that since last year's gathering was such a resounding success, we hold the party at Abruzzo's again.

B. Trustee Bonilla-Lopez mentioned that she had not received any membership materials from ALA or ILA. Lianne will investigate.

VIII. Adjournment

There being no further business, on a motion by Trustee Culotta seconded by Trustee Latzke it was resolved that the regular Meeting of the Board be adjourned at 8:00 p.m.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Yea Cervone Excused Culotta Yea Gustello Yea Latzke Yea
Misasi Excused

The motion was declared passed.

Respectfully Submitted
Lianne O'Brien, Administrative Assistant

Approved: Vernicia Bonilla-Lopez
Secretary